

01/23/80

21 August 1980

MEMORANDUM FOR: Deputy Director for Policy and Management
ATTENTION: Chief, Administrative Staff
VIA: Director of Security
FROM:
Deputy Director for Community Affairs
SUBJECT: Space and Equipment Requirements for
Planning Office of Security Move

1. Attached are the required documents, Report of Space and Equipment Requirements.

2. It is pointed out that current level discussions do not call for the Security Committee Staff to leave the Headquarters Building with the Office of Security in its move to the Building.

3. This memorandum is to document the recommendation that the Security Committee Staff remain in Headquarters and occupy the current Headquarters space occupied by the Director of Security, Deputy Director of Security, DD/P&M, Chief and Deputy Chief and one other office in the suite occupied by the Policy and Plans Group. Primary responsibility for the Office of Security Conference Room would also be required.

4. It is requested that necessary action be taken to assure this space assignment to the Security Committee on relocation of the Office of Security.

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Attachments

cc: OS/

SUBJECT: Space and Equipment Requirements for
Planning Office of Security Move

CONCUR:

Director of Security

Date

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